ESOHMS Awareness Training

Prepared for
DLA Strategic Materials Staff
Revised August,2010

Why An ESOHMS ?

Beyond the E.O. 13423 requirement an EMS contributes to sustainability.

“For every DoD program, the Department will identify, assess, manage, and actively seek opportunities to continually improve its activities as well as to monitor its contribution towards the sustainability goals

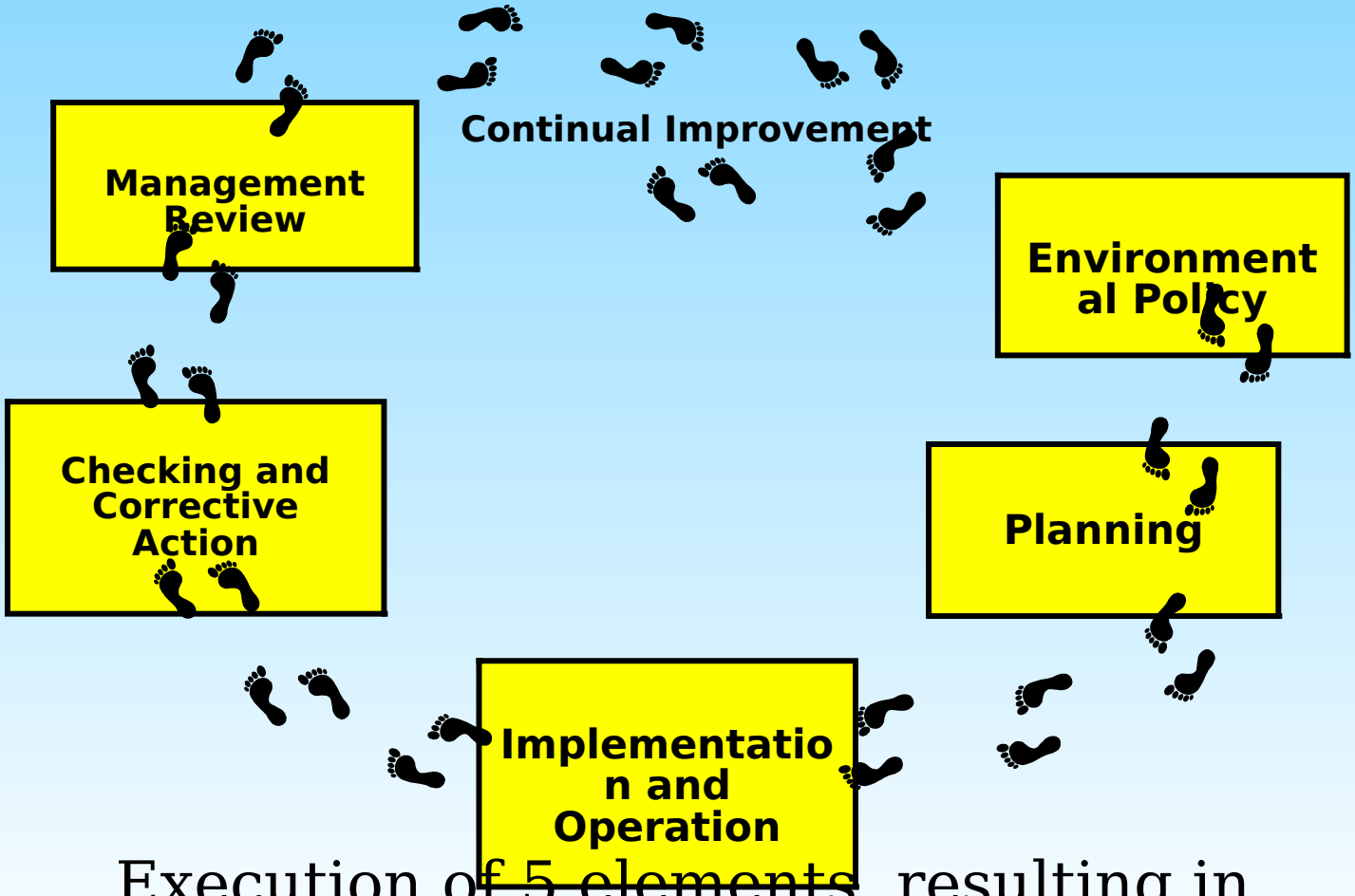
Agenda

- General ESOHMS Concepts
- Message to All Staff
- Directorate/Office-Specific Concepts:
  - *Contracts*
  - *Marketing*
  - *Operations*
    - *HQ*
    - *Depots*
  - *Business Office*
  - *Contractors*
  - *Office of Counsel*
- Preparing for an Audit

General ESOHMS Concepts

- What is an Environmental Management System?
- What is ESOHMS?
- Aspects and Impacts
- Targets and Objectives

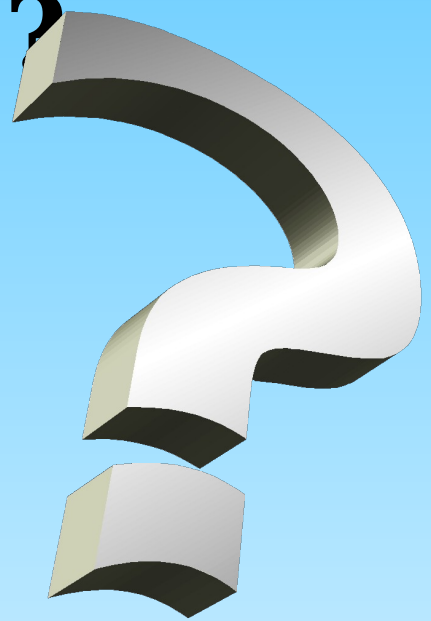
What is an Environmental Management System?



Execution of 5 elements, resulting in

Continual Improvement

What is ESOHMS?



- **E**nvironmental **S**afety and **O**ccupational **H**ealth **M**anagement **S**ystem

- Our environmental management system incorporates safety and occupational health in response to Executive Order 13423.

Environmental Safety and Occupational Health Management System

The part of the overall management system that includes:

- Organizational Structure
- Planning Activities
- Responsibilities
- Practices
- Procedures
- Processes
- Resources

For:

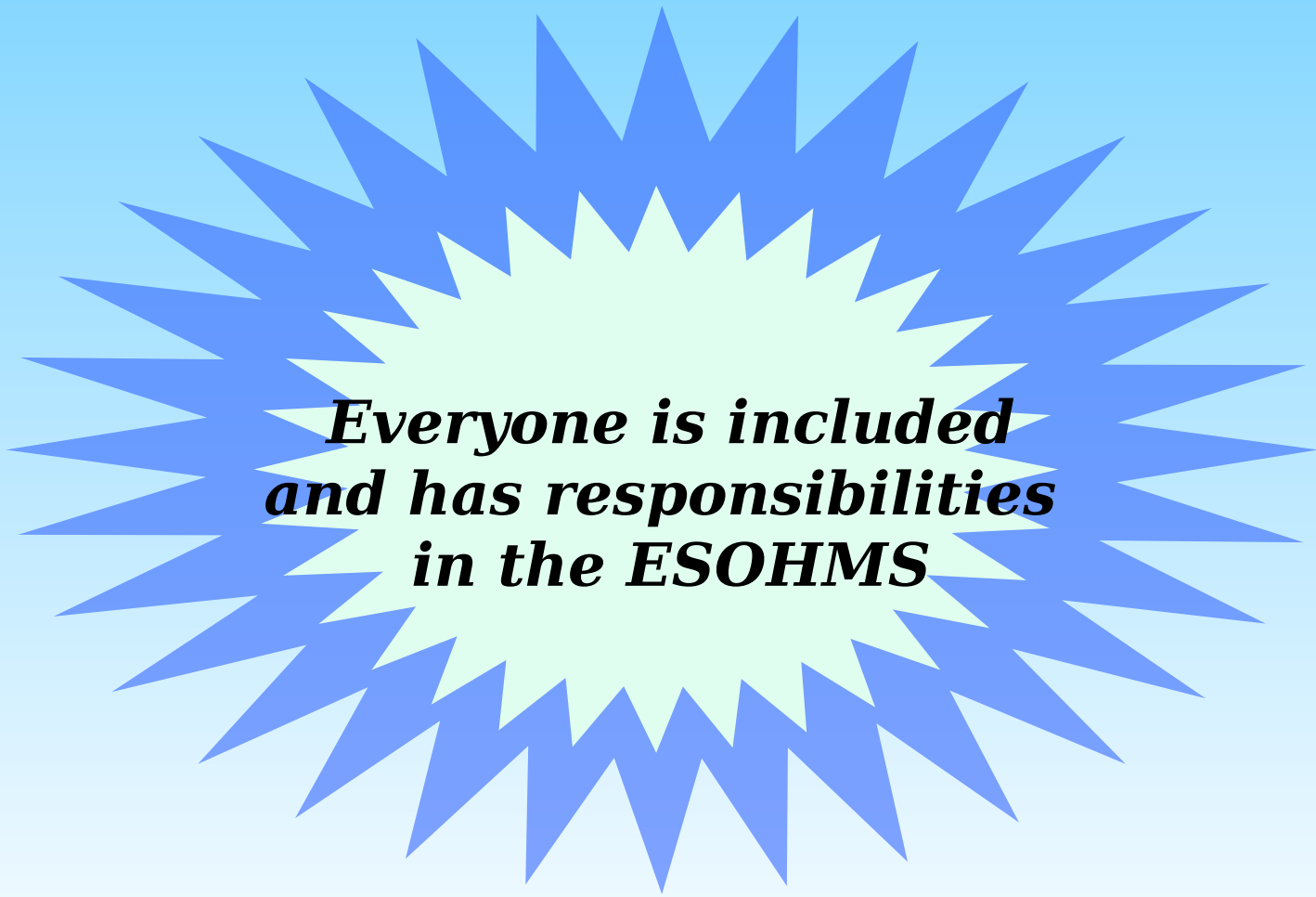
- Developing
- Implementing
- Achieving
- Reviewing
- Maintaining the environmental safety and occupational health policy

Our ESOHMS

Meets the requirements of:

- ISO 14001 *"Environmental management systems – Specification with guidance for use"*
- BSI OHSAS 18001 *"Occupational health and safety management systems – Specification"*

Our ESOHMS Policy



DEFENSE LOGISTICS AGENCY
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DNSC-D

APR 3 0 2010

MEMORANDUM FOR ALL DNSC

SUBJECT: Environmental, Safety and Occupational Health Management System (ESOHMS) Policy

Environmental, safety and occupational health management must be a sound useable business practice for continuously improving the Defense National Stockpile Center (DNSC) overall performance. It must be a daily active tool used by DNSC and our partners to accomplish our mission and meet our strategic goals.

DNSC will continue its commitment to environmental management, safety and occupational health stewardship, pollution prevention, prevention of injury and ill health to our employees and assuring compliance with legal requirements that relate to our environmental, safety and occupational health aspects. We will measure our objectives and targets on a regular basis and continually improve our environmental, safety and occupational health management system to better accomplish our mission priorities. DNSC's environmental, safety and occupational health management system is an integral part of our work with contractors, facility owners, communities and employees.

Therefore, I am directing that DNSC maintain, improve, and use mission-focused Environmental, Safety and Occupational Health Management System conforming to the International Standard ISO 14001 and OHSAS 18001 standards, at headquarters and all staffed depots. To assure getting full value from this practice, we will continue periodic on-site verification.

We will integrate ESOHMS into DNSC missions, activities, and functions as a sound business practice for improving overall performance. We shall collaborate with Defense Logistics Agency (DLA) Field Activities and DLA Enterprise Support in setting and implementing objectives and targets that improve environmental, safety and occupational health and mission performance. You will assure this policy is communicated to all employees and contractors working on behalf of DNSC, and is posted on the DNSC website at https://www.dnsc.dla.mil/iamthekey, to inform the public.

The DNSC will strive to support our customers, the DLA mission and strategic goals, and continually look to improve our environmental, safety and occupational health management practices. Your active leadership, personal commitment, and involvement are essential.

RONNIE FAVORS
Administrator
DNSC

Federal Recycling Program Printed on Recycled Paper

Aspects and Impacts

- Aspect
  - Element of an organization's activities, products or services that can interact with the environment and the safety, occupational health of our personnel
- Impact
  - Any change to the environment, safety and occupational health, whether adverse or beneficial, wholly or partially resulting from an organization’s activities, products or services
- The identification and prioritization of aspects drive the focus of the organization

ESOHMS Significant Aspects and Impacts

Some significant ASPECTS:

1) Office Activities
2) Ergonomics

Some significant IMPACTS:

1) Reduction in our natural resources
2) Carpel Tunnel Syndrome

DID YOU KNOW…?

Our Aspects and Impacts can be found in IGD 1002 Table 1 at

https://www.dnsc.dla.mil/iamthekey

Targets and Objectives

Driven by:

- Policy
- Legal considerations
- Views of interested parties
- Significant aspects
- Technological, financial, business requirements

Objectives and Targets

Some of our objectives and targets:

1) Safe Outloading of Commodities: zero environmental releases and zero mishaps during operations

2) Proper Storm Water Management: No permit violations or reportable spills

DID YOU KNOW…?

Our Objectives and Targets can be found in IGD 1004 Table 5 at

https://www.dnsc.dla.mil/iamthekey

Message To All Staff

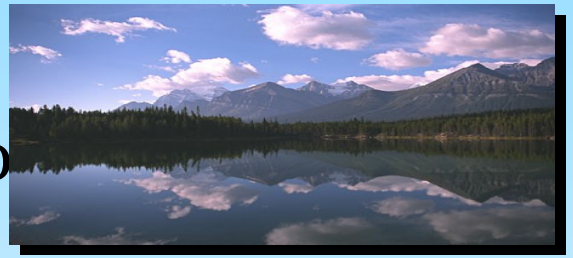
- ESOHMS applies equally to field/office/HQ staff and those working on our behalf
- Conformance with ISO 14001 is a continuing process, and we can lose our “conformant” status if we do not continue to perform!

The Five Commandments of our ESQHMS:

1. Be Safe

2. Recycle

3. Conserve Our Natural Reso

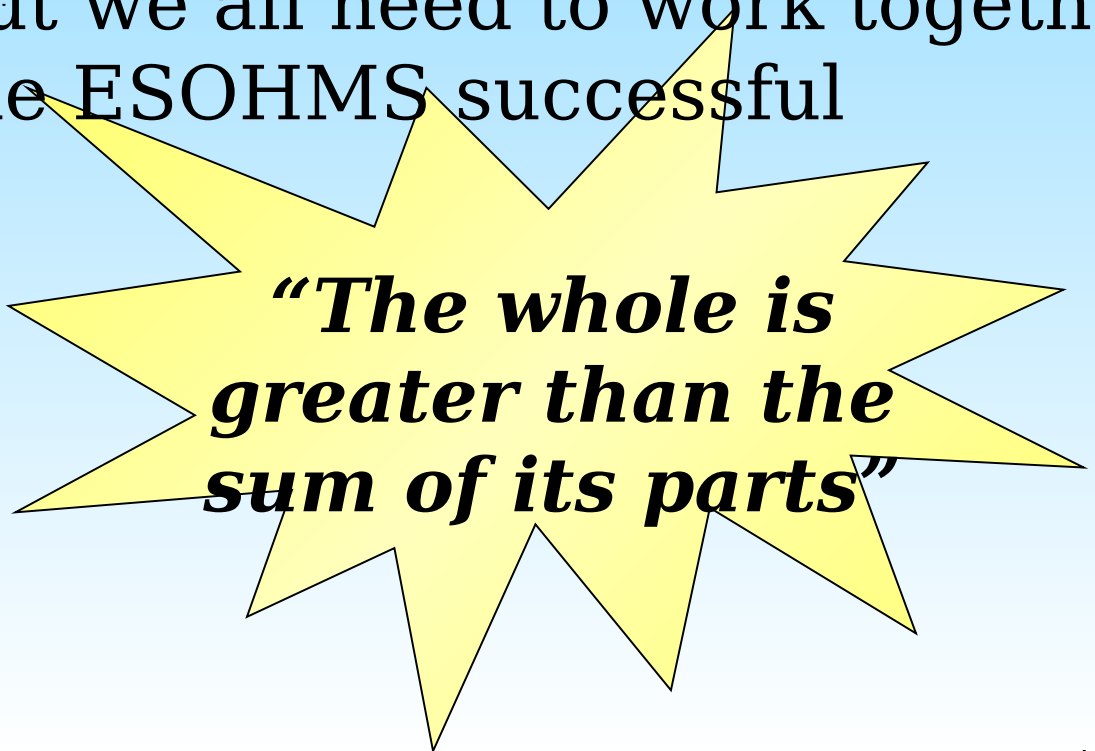


4. Understand Your Job Responsibilities

5. Know What Environment Regulations Apply to Your Job

Department/Directorate-Specific Concepts

- This training has been tailored to show how each department/directorate role is vital to our ESOHMS
- These diverse disciplines all have individual roles, but we all need to work together to make the ESOHMS successful



Our ESOHMS

Depots
Operations
Environmental
Management and Safety
Financial
Services
Contracts and Marketing
Business
Office
Counsel

Contracts – Why ESOHMS?

- **Every** contract for work at our facilities needs to include ESOHMS
- Our contracts are the first and best opportunity to emphasize ESOHMS to our contractors:
  - safety procedures
  - environmental protection
  - emergency response
  - ESOH policies
- All applicable ESOH policies and procedures that are required for our employees must be passed to our contractors

Contracts and Marketing

DID YOU KNOW…?

Contracting's Responsibilities are shown in IGD 1006 Table 6 at

https://www.dnsc.dla.mil/iamthekey

Contracts – How Does ESOHMS Apply to Me?

- We apply the Go Green Procurement Mandate
- Contractors need to follow our ESOH policies and procedures
- Contracting is the first opportunity to make sure all contractors are part of the ESOHMS

Contractors represent the greatest potential for environmental or safety problems to occur within DLA Strategic Materials

Operations **– Why ESOHMS?**

- ***Operations*** plays a key role in the execution of our mission—they put the commodities on the truck and in the hands of the buyer
- ***Operations*** is in the best position to address ESOH issues of concern.
- ***Operations*** must ensure that staff do their work in accordance with ESOH policies and procedures

Logistics & Operations

DID YOU KNOW…?

The Logistics & Operations storage Manual can be found at the https://www.dnsc.dla.mil/iamthekey

Operations - How Does ESOHMS Apply to Me?

- Follow the ***Five Commandments***

- Operations also has the greatest opportunity to have an impact on the environment and on staff safety and health

The continual improvement aspect of ESOH policy is vitally important to operations. We "need to do more with less" and become increasingly efficient, yet be safe and maintain environmental stewardship.

Depots – WHY ESOHMS?

- Outloading at the depots represents the greatest risk of a mishap that could affect the health and safety of our staff

- Outloading at the depots represents the greatest risk of a release to the environment

Depots - How Does ESOHMS Apply to Me?

- Follow the *Five Commandments*
- Ensure contractors and our staff follow safe working practices in accordance with our policies and procedures
- Ensure that contractors and our staff satisfy environmental regulatory requirements (prevent fuel spills and releases to surface water, soil and groundwater)

Contractors and Those Working on Our Behalf – Why ESOHMS?

- Contractors represent the greatest potential for environmental or safety problems to occur within our operations
- Contractors need to follow our ESOH policies and procedures
- Contractors must follow procedures that create and maintain the same safe, healthy work environment that we require of our employees
- Contractors must comply with all applicable state and federal regulations.

DID YOU KNOW…?

Responsibilities for contractors and those working on our behalf can be found in our ESOH Policy

lmthekey

Business Office **- How Does ESOHMS Apply to Me?**

- We commit funding to support the ESOHMS
- Many of our ESOHMS challenges can be addressed by training our staff. The ***Business Office*** is key to planning, funding and facilitating staff training.
- The ***Business Office*** processes the forms that help staff get credit for training, and help us achieve our ESOHMS targets and objectives.

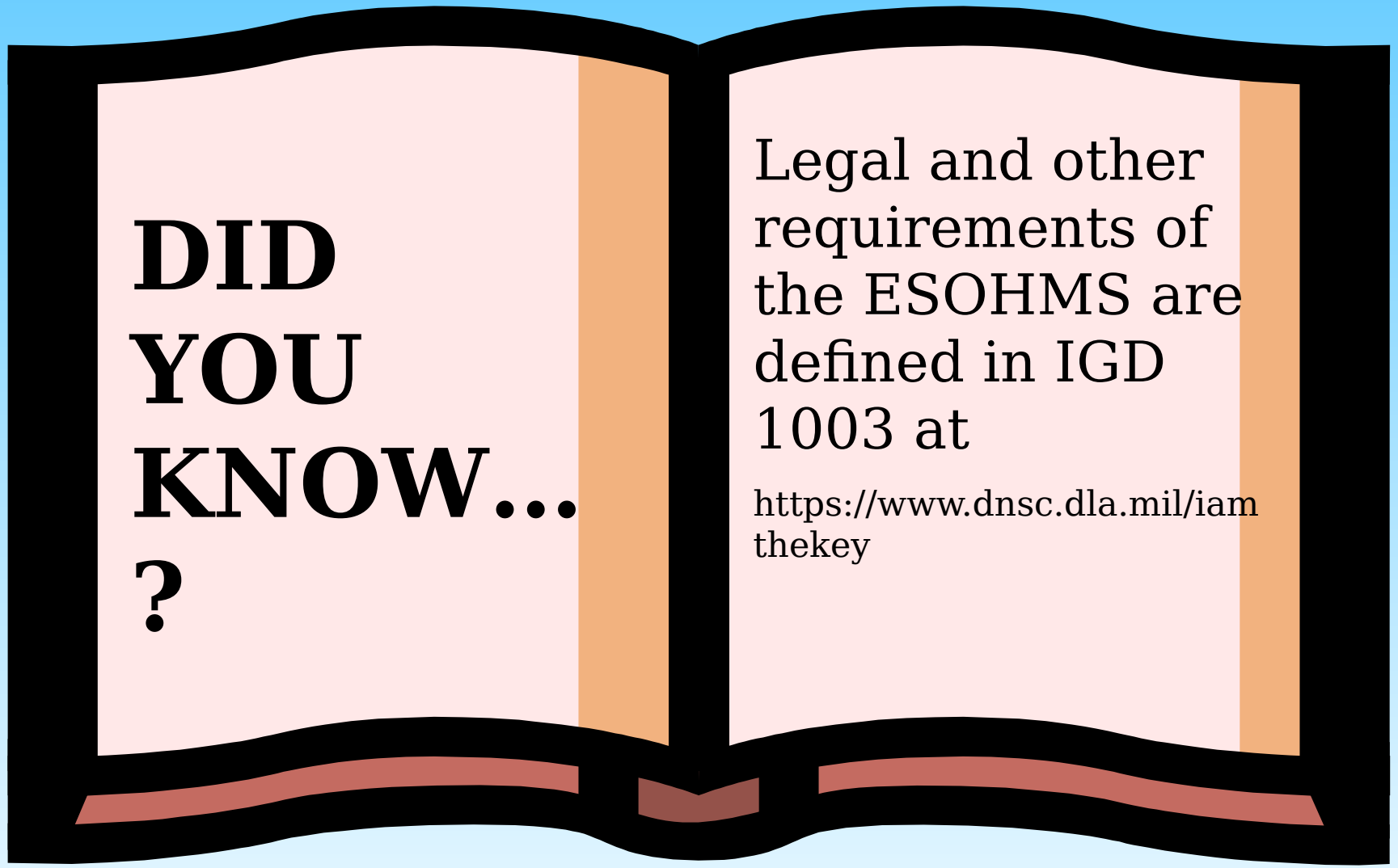
DID YOU KNOW…?

The purpose and process of our ESOHMS is defined in IGD 1001 and training is defined in IGD 1007 at

https://www.dnsc.dla.mil/ia

Office of Counsel **– Why ESOHMS?**

- ***Office of Counsel*** provides critical input to establishing ESOH policies and procedures. These policies and procedures are the foundation of our ESOHMS


DID YOU KNOW…?
Legal and other requirements of the ESOHMS are defined in IGD 1003 at
https://www.dnsc.dla.mil/iamthekey

Office of Counsel - How Doe ESOHMS Apply to Me?

- ***Office of Counsel*** assures that the regulatory compliance aspects of ESOHMS are identified and met. Some examples are:

  - Property transfer/land use issues

  - New regulations and laws

DID YOU KNOW…?

The way our ESOHMS conforms to ISO 14001 is described in IGD 1000 at

https://www.dnsc.dla.mil/iamthekey

Preparing For An ESOHMS Audit

- An annual assessment of how well we conform to ISO 14001 and OHSAS 18001
- Generally conducted at HQ and staffed depots
- The Audit team will conduct a walk-through, and interview staff on a selected basis
- The team will ask basic questions about ESOH policy and your role in the ESOHMS
- This training presentation has been designed to increase your awareness of the ESOHMS

DID YOU KNOW…?

The process by which we continually improve our ESOHMS is described in IGD 1016 at

https://www.dnsc.dla.mil/iamthekey

A Final Message.....

- Conformance with ISO 14001 is a continuing process, and we can lose our “conformant” status if we do not continue to perform!

ESOHMS applies to everyone and every job/ role

- This training has been tailored to various disciplines - specifically, how each unit’s role is vital to the ESOHMS

- These diverse disciplines all have individual roles, but we all need to work together to make the ESOHMS successful
- “The whole is greater than the sum of its parts”

Thank You!

- If you have questions, or would like more information:

  - visit https://www.dnsc.dla.mil/iamthekey

  - talk to your supervisor, or the ESOHMS Management Representative: Randy Nida

ESOHMS Management Systems PLAN

September 2010

Picturing the ESOHMS

ESOH Policy Statement

Planning (Plan)
- Environmental Aspects and Safety & Occupational Health Risk Assessment
- Legal and Other Requirements
- Objectives and Targets
- Mgmt. Programs

Implementation & Operation (Do)
- Roles and Responsibility
- Training, Awareness, and Competence
- Communication
- Document Control
- EMS Documentation
- Operational Control
- Emergency Preparedness &and Response

Checking & Corrective Action (Check)
- Monitoring & Measurement
- Nonconformance/ Corrective and Preventive Action
- Records
- Audits

Management Review (Act)

Requirements for ESOH Policy

- Policy is clearly defined by top management.
- Considers the nature, scale, and environmental impacts of the organization’s activities, products, and Materials.
- Includes a commitment to environmental continual improvement, pollution prevention, and compliance.
- Provides a framework for setting and reviewing environmental objectives and targets.
- Policy is documented, implemented, maintained, and communicated to all employees.
- Available to the public.

ESOHMS Policy

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RONNIE FAVORS
Administrator
DNSC

IGD 1001 - ESOG Policy

- Can be found online at:
  - *Environmental, Safety and Occupational Health Policy*
    - https://www.dnsc.dla.mil/iamthekey/igd1001.htm

ESOH Aspects

- Aspects – What we do.
  - Identification of environmental characteristics of products, activities, and Materials that can have an affect on the environment
  - OSHAS 18001 requires evaluation of risk as well as environmental impact
- Examples:
  - Air emissions
  - Spills
  - Waste generation

ESOH Impacts

- Impacts – How what we do affects the environment
- Examples:
  - Air emissions → Degradation of air quality
  - Spills → Degradation of land and/or water
  - Waste generation → Degradation of land

Determining Significance

- ESOH Risk Analysis Worksheet determines which aspects and impacts are significant
  - Risk Analysis considers Severity, Occurrence, and Detectability on a 1-10 scale
  - If a Regulatory issue multiple by 2
  - Risk Priority Number = Severity *x* Occurrence *x* Detection *x* Regulatory
  - A RPN greater than 7 is considered significant

DLA Strategic Materials Significant Aspects and Impacts

Activity	Aspect	Impact
Outloading, Storing, and Transporting	Uncontrolled releases of commodity to environment	Soil/Air/Water contamination
Office Activities	Natural resource reduction, ergonomics, trip/fall hazards	Natural resource depletion, carpel tunnel syndrome, injuries
Storm Water Management	Uncontrolled releases to storm water	Soil/Water contamination

IGD 1002 – Environmental Aspects

- *Environmental Aspects*
- https://www.dnsc.dla.mil/iamthekey/igd1002.htm
  - *Process Environmental Aspect Identification*
    - https://www.dnsc.dla.mil/iamthekey/Uploadedfiles/WarrenOH_Policies&Guidelines_igd1002-3-6.pdf
  - *DNSC's Significant ESOH Aspects*
    - https://www.dnsc.dla.mil/iamthekey/uploadedfiles/igd1002-3.2_table2_April2009.pdf
  - *ESOH Risk Analysis Worksheet*
    - https://www.dnsc.dla.mil/iamthekey/igd1002.htm#IGD1002-3.1_Table1

Legal and Other Requirements

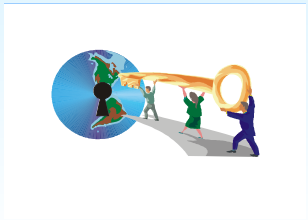
- Must identify all laws, regulations, and other requirements applicable to DLA Strategic Materials
  - Federal Regulations
  - State Regulations
  - DOD/DLA Policies and directives

Legal and Other Requirements

- Federal regulations applicable to DLA Strategic Materials:
  - NEPA
  - Clean Water Act
  - FIFRA (Pest Management)
  - RCRA
  - EPCRA
  - CERCLA
  - TSCA
  - DOT Regulations
  - OSHA
  - Clean Air Act
  - Executive Order 13514

IGD 1003 – Legal and Other Requirements

- Can be found online at:
  - *Legal and Other Requirements*
    - https://www.dnsc.dla.mil/iamthekey/igd1003.htm



Objectives and Targets

- Established specific objectives for how DLA Strategic Materials will address significant environmental aspects and impacts

- Developed targets that are specific and measurable to help meet objectives

Objectives and Targets

Inputs	Measurable Objective	Corresponding Targets	Implementation Plan Action Items
Outloading, Storage and Transportation Operations			
Bulk Ore Shipments	Safe, environmentally sound preparation, shipment and transportation	Train 100% of field personnel with exception of clerical staff	Preparation and execution of ESOH training venues, including forklift training and HAZWOPER training
Mercury Management (Environmental)	Complete transportation of mercury to consolidation point without release	Zero release during preparation, shipping and receipt	Implement preparation, transportation and storage plans
Mercury Management (Safety)	Complete transportation of mercury to consolidation point without mishap	Zero mishaps during preparation, shipping and receipt	Implement preparation, transportation and storage plans

Objectives and Targets

Inputs	Measurable Objective	Corresponding Targets	Implementation Plan Action Items
Resource Management			
Storm water management (including SPCC Plans, storm water permits and storage tank registrations	Storm water management in accordance with Storm Water Pollution Prevention Plans, conformance with SPCC Plans, and maintaining permits	No Notice of violations or reportable spills as defined by SWPP plan, storm water permits & tank registrations kept current	Employ BMP's; execute permit requirements. Review & update SWPP/SPCC Plans. Track expiration dates of permits & registrations.

IGD 1004 – Objectives, Targets, and Programs

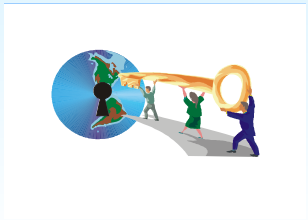
- Can be found online at:
  - *Objectives, Targets, and Programs*
    - https://www.dnsc.dla.mil/iamthekey/igd1004.htm

ESOH Management Programs

- Planned steps necessary to achieve objectives and targets
- DLA Strategic Materials Implementation Plans for Objectives and Targets:
  - Preparation, transportation, and storage plans for outloading operations
  - SPCC and SWP3 Plans

IGD 1005 – ESOH Management Programs

- Can be found online at:
  - *ESOH Management Program*
    - https://www.dnsc.dla.mil/iamthekey/igd1005.htm



PLAN Activity

- Create significant ESOH aspects for your HOME using the handout!

ESOHMS DO

May 2010

Picturing the ESOHMS

ESOH Policy Statement

Planning (Plan)
- Environmental Aspects and Safety & Occupational Health Risk Assessment
- Legal and Other Requirements
- Objectives and Targets
- Mgmt. Programs

Implementation & Operation (Do)
- Structure and Responsibility
- Training, Awareness, and Competence
- Communication
- Document Control
- EMS Documentation
- Operational Control
- Emergency Preparedness and Response

Checking & Corrective Action (Check)
- Monitoring and Measurement
- Nonconformance/ Corrective and Preventive Action
- Records
- Audits

Management Review (Act)

DO

WE DO WHAT WE SAID WE WERE GOING TO DO IN PLANNING

Resources, Roles, Responsibilities, and Authority

POSITION	RESPONSIBILITIES
ADMINISTRATOR	Review and approve ESOH policy, assess ESOHMS, provide resources, assign implementation teams.
-DD	Part of ESOHMS team supporting system.
-B	Budgeting ESOH program areas and supporting projects
-G	Periodic review of laws and regulations; providing assistance to ESOH program areas.
Directorate of Material Management	Responsible to ensure ESOH elements are integrated into all Depot operations.

Resources, Roles, Responsibilities, and Authority

POSITION	RESPONSIBILITIES
-HA	Responsible for meeting ESOH objectives & targets, training of staff and contractor awareness.
-SC	Responsible for meeting ESOH objectives & targets, training of staff and contractor awareness.
-WA	Responsible for meeting ESOH objectives & targets, training of staff and contractor awareness.
-E	Directing and reviewing ESOH activities.
	Reporting new ESOH regs/laws, business areas, developing best management practices, reporting environmental performance to management, supporting P2, securing permits, managing ESOH activities.
	Responsible for risk management, record keeping, safety and occupational health (SOH) reports in SOH training, managing SOH oversight in OHSAS 18001.
	Coordinating and ensuring ESOHMS is established, implemented and maintained in accordance with ISO 14001:2004 standards.
-C	Responsible for ESOHMS clause(s) inclusion in contracts.

Resources, Roles, Responsibilities, and Authority – ESOH Management Representative (EMR)

- Appointed by Administrator within the Directorate of Material Management
- Responsible for reviewing and providing oversight of the ESOH management system including recommendations to promote continual improvement and directing ESOH activities
- Provide periodic updates to Administrator

Resources, Roles, Responsibilities, and Authority – Director

- Developing policies, business/mission activities, standards, processes and procedures, and ensuring their consistent application.
- Identifying, analyzing, and influencing ESOH issues, laws and regulations and reporting to affected business units all final ESOH federal, state and local law and regulations.
- Developing and communicating best ESOH management practices, including authority of the EMR
- Promoting continual improvement in ESOHMS and performance.
- Developing strategic plans to help ensure implementation of proactive and cost-effective options for meeting ESOH challenges.

ALL EMPLOYEES HAVE A ROLE AND RESPONSIBILITY IN PROMOTING THE ESOHMS WITHIN THEIR JOBS!!

IGD 1006 – Resources, Roles, Responsibilities, and Authority

- Can be found online at:
  - *Resources, Roles, Responsibilities, and Authority*
    - https://www.dnsc.dla.mil/iamthekey/igd1006.htm

Training, Awareness, and Competence

- Employees must be trained and competent in ESOHMS requirements
- Three types of ESOH training:
  - Job function training (DOT/HAZMAT)
  - Environmental program training (stormwater)
  - Safety training
- Employees must develop IDP
- IDP is loaded into LMS for tracking

IGD 1007 – Training, Awareness, and Competence

- Can be found online at:
  - *Training, Awareness, and Competence*
    - Https://www.dnsc.dla.mil/iamthekey/igd1007.htm
- ESOHMS Training Manual can be found at same location

Communication

- Internal Communication
  - Annex to DLA Communication Plan
  - Email
  - Training Presentations
  - Meetings
- Must communicate ESOH requirements to contractors as well

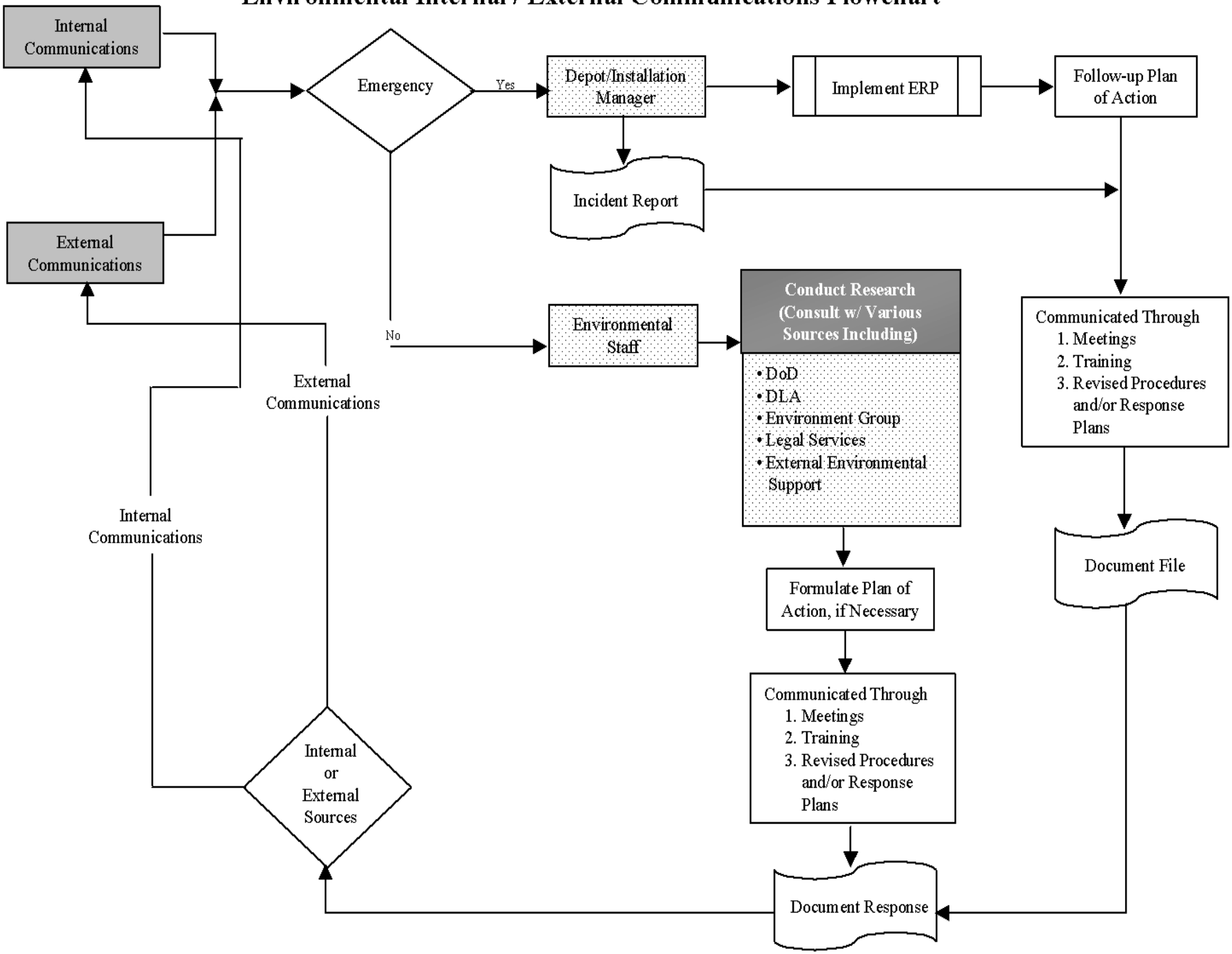
Communication

- External Communication
  - From DLA HQ to
    - General Public
    - Regulatory or governmental agencies
    - Industry or other environmental organizations
  - Methods of External Communication
    - Community outreach meetings
    - Community newsletters
    - TV/radio interviews
    - Website

Communication

- News Media
  - Must follow the “News Media, Elected Officials, and Community Contact Procedures” posted on I Am the Key.
  - Must complete the News Media and Community Contact Log

Environmental Internal / External Communications Flowchart



IGD 1008 - Communication

- Can be found online at:
  - *Communication*
    - https://www.dnsc.dla.mil/iamthekey/igd1008.htm

Documentation and Document Control

- Supporting Presentation

Operational Control

- Procedures or engineering controls to operate, maintain, and control activities that could affect ESOH:
  - Operations and Logistics Storage Manual
  - SPCC
  - Pollution Prevention Plan
  - Storm Water Pollution Prevention Plan
  - Operational Control Matrix

IGD 1011 – Operational Control

- Can be found online at:
  - *Operational Control*
    - https://www.dnsc.dla.mil/iamthekey/igd1011.htm

IGD 1012 – Emergency Preparedness and Response

- Can be found online at:
  - *Emergency Preparedness and Response*
    - https://www.dnsc.dla.mil/iamthekey/igd1012.htm
  - Emergency Preparedness and Response plans are available on the Iamthekey website but are password protected for security reasons

DO Summary

- IGDs for the following ESOH elements are located on Iamthekey:
  - *Resources, Roles, Responsibility, and Authority*
  - *Training, Awareness, and Competence*
  - *Communications*
  - *Documentation*
  - *Control of Documents*
  - *Operational Control*
  - *Emergency Preparedness and Response*

ESOHMS CHECK

May 2010

Picturing the ESOHMS

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Management Review (Act)

Monitoring and Measurement

- Required to monitor and measure key characteristics of operations and activities that have a significant impact on the environment
- Equipment used to monitor operations must be properly calibrated
- Includes recordkeeping to evaluate conformance with objectives and targets

IGD 1013 – Monitoring and Measuring

- Can be found online at:
  - *Monitoring and Measurement*
    - https://www.dnsc.dla.mil/iamthekey/igd1013.htm

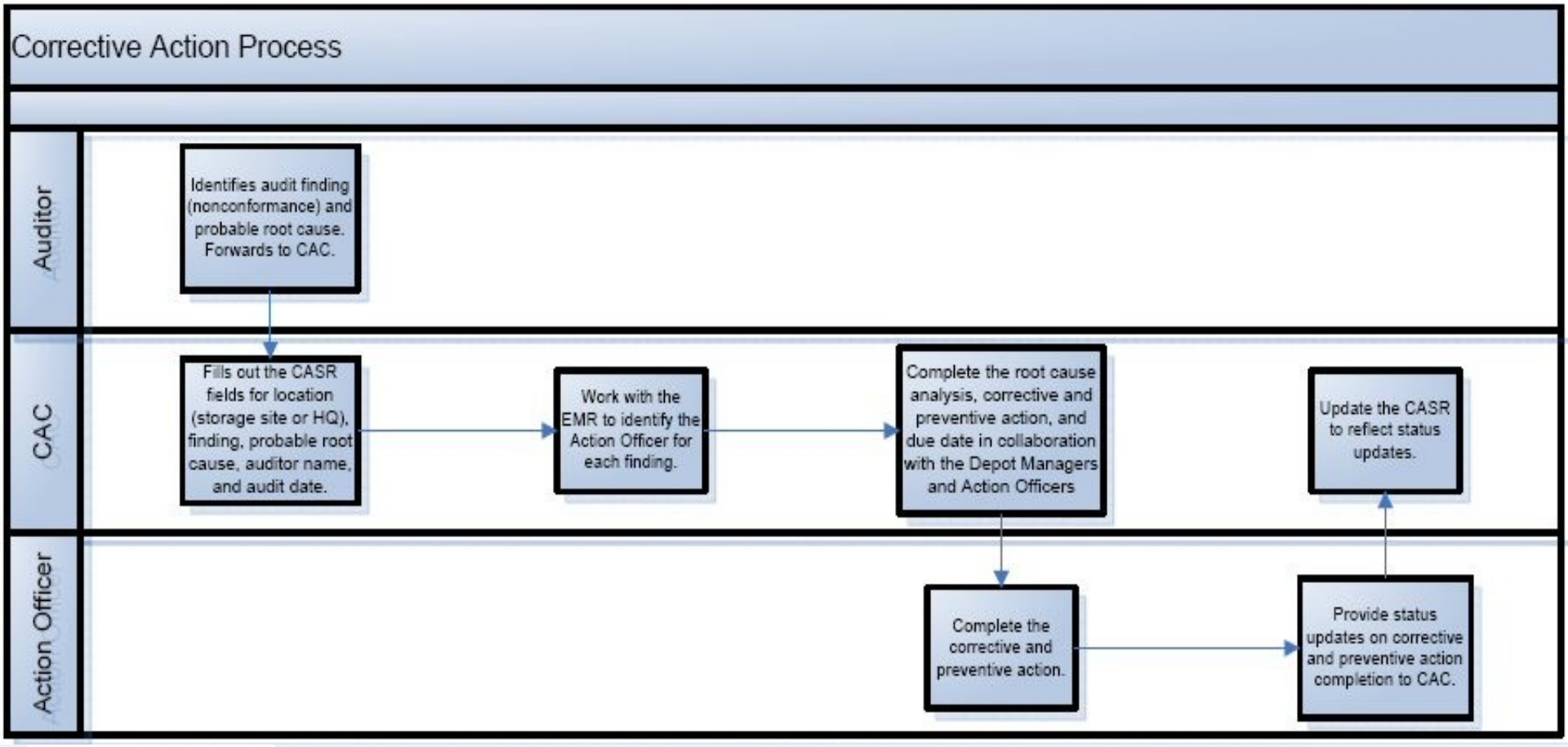
Evaluation of Compliance

- Must periodically evaluate compliance with legal requirements and
- Must keep records of all compliance evaluations

IGD 1014 – Evaluation of Compliance

- Can be found online at:
  - *Evaluation of Compliance*
    - https://www.dnsc.dla.mil/iamthekey/igd1014.htm

Nonconformity, Corrective Action, and Preventive Action


Corrective Action Process
Auditor
CAC
Action Officer
Identifies audit finding (nonconformance) and probable root cause. Forwards to CAC.
Fills out the CASR fields for location (storage site or HQ), finding, probable root cause, auditor name, and audit date.
Work with the EMR to identify the Action Officer for each finding.
Complete the root cause analysis, corrective and preventive action, and due date in collaboration with the Depot Managers and Action Officers
Update the CASR to reflect status updates.
Complete the corrective and preventive action.
Provide status updates on corrective and preventive action completion to CAC.

Nonconformity, Corrective Action, and Preventive Action

- The EMR receives the audit reports and provides them to the corrective action coordinator (CAC).
- CAC creates a list of findings (Corrective Action Summary Report [CASR]).
- The CAC will forward copies of the updated CASR at the end of each calendar quarter to The Director, Materials Management and subordinate Division Chiefs

Nonconformity, Corrective Action, and Preventive Action

- Each non-conformance should be evaluated to identify root cause
- The EMR and CAC will identify root cause and corrective action and send to action officer
- Action office will be responsible for corrective nonconformance
- EMR and CAC will communicate lessons learned to the Depots
- Once a quarter the action officer will report the status of corrective and preventive actions to CAC
- CAC will update CASR spreadsheet and track metrics

IGD 1015 – Nonconformity, Corrective Action, and Preventative Action

- Can be found online at:
  - *Nonconformity, Corrective Action, and Preventive Action*
    - https://www.dnsc.dla.mil/iamthekey/igd1015.htm

Control of Records

- Example of an ESOH Record
  - Anything demonstrating conformance with requirements
  - Records required by permits
  - Facility specific permits
  - Depot Information Systems
  - Records required by ESOHMS

Control of Records

- Records must be legible
- Records must be retrievable
- Record retention based on the type of record
  - Some regulations require specific retention times
  - All ESOHMS records that do not have a regulatory defined retention time will be kept for three years

IGD 1016 – Control of Records

- Can be found online at:
  - *Control of Records*
    - https://www.dnsc.dla.mil/iamthekey/igd1016.htm

Internal Audits

- Required to conduct periodic internal audits to assess the conformance of operations to the specified requirements of ESOHMS
- Audit results are presented to management
- Audit procedures must cover the scope, frequency, methodologies, responsibilities, and requirements for conducting audits and reporting results

Internal Audits

- Scope of ESOHMS internal audit shall include the following:
  - Review of documents contained in ESOHMS manual
  - Review of following documents as applicable:
    - Operations and Logistics Storage Manual
    - DoD/DLA policies
    - Depot memoranda
    - Past corrective actions

Internal Audits

- EMR or designee is responsible for internal audits
- Audit team shall include the EMR or others with experience working under or auditing an EMS
- Internal audit shall be conducted at least annually
- Formal written report will be developed at conclusion of audit

IGD 1017 – Internal Audits

- Can be found online at:
  - *Internal Audits*
    - https://www.dnsc.dla.mil/iamthekey/igd1017.htm

CHECK Summary

- IGDs for the following ESOH Elements are located on Iamthekey:
  - *Monitoring and Measurement*
  - *Evaluation of Compliance*
  - *Nonconformity, Corrective Action, and Preventative Action*
  - *Control of Records*
  - *Internal Audit*

ESOHMS Management Systems ACT

September 2010

Picturing the ESOHMS

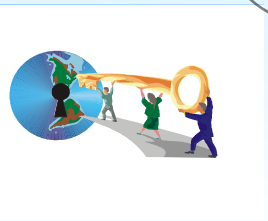
ESOH Policy Statement

Planning (Plan)
- Environmental Aspects and Safety & Occupational Health Risk Assessment
- Legal and Other Requirements
- Objectives and Targets
- Mgmt. Programs

Implementation & Operation (Do)
- Structure and Responsibility
- Training, Awareness, and Competence
- Communication
- Document Control
- EMS Documentation
- Operational Control
- Emergency Preparedness and Response

Checking & Corrective Action (Check)
- Monitoring and Measurement
- Nonconformance/ Corrective and Preventive Action
- Records
- Audits

Management Review (Act)



What is a Management Review?

- Your thoughts?

- A regularly scheduled opportunity for top management to review the management system and ensure continuing suitability, adequacy, and effectiveness.

ESOH Required Management Review Inputs

- Management review inputs include
  a) Results of audits,
  b) Communication(s) from external interested parties,
  c) Environmental performance of the organization,
  d) Extent to which objectives and targets have been met,
  e) Status of corrective and preventive actions,
  f) Follow-up actions from previous management reviews,
  g) Changing circumstances, including regulatory developments, and
  h) Recommendations for improvement.
  i) Results of incident investigations
- Outputs from management reviews include decisions and actions related to the management system which must be available for consultation and communication

DLA Strategic Materials Management Review: IGD 1018

- **1.0 PURPOSE**
  - Provides guidance for the semiannual “Top Management” reviews of the ESOHMS.
- **2.0 PROCESS**
  - **2.1 Participation**
    - Top Management is defined as the Administrator and Deputy Administrator. Other management personnel may include the following:

a) Distribution Facilities Manager
b) Directorate of Material Management
c) Others as applicable

DLA Strategic Materials Management Review: IGD 1018

- **2.2 Elements of Top Management's Review**
  - Top Management shall review various aspects of the ESOHMS periodically to ensure
    a) Environmental suitability, adequacy, and effectiveness of the ESOHMS performance
    b) The need for changes to the ESOH Policy Statement
    c) The need for changes to objectives and targets and other elements of the ESOHMS, as appropriate
    d) Results of the ESOHMS and other formal audits and assessments and follow-up actions (as necessary)
    e) Measurements of key environmental and safety and health performance indicators including corrective and preventative measures

DLA Strategic Materials Management Review: IGD 1018

- **2.2 Elements of Top Management's Review (cont)**
  - Top Management shall review various aspects of the ESOHMS periodically to ensure
    - f) Analysis of business, regulatory, and other appropriate trends/issues
    - g) Concerns expressed by interested parties or external constituencies
    - h) Discussion on continual improvement
    - i) ESOHMS suitability, adequacy, and effectiveness related to the environment and our mission objectives
    - j) Review communications/concerns from external interested parties, and review the status of Corrective Actions

DLA Strategic Materials Management Review: IGD 1018

- **2.3 Adequacy of Information**
  - DLA Strategic Materials will ensure that the information required to enable review facilities is made available

- **2.4 Method and Frequency of Review**
  - Top management evaluates ESOHMS
  - Performed in two steps: Audits and annual management review
  - Purpose: Review the progress of installations efforts in meeting objectives and targets and improving the overall ESOHMS process
  - Minute meetings are required to be kept

Final Notes: Maximizing Management Review

1) Top Management is defined as the Administrator and Deputy Administrator.
   - It is the depot's responsibility to feed the appropriate information up to the HQ.

Final Notes: Maximizing Management Review

2) Consider leading and lagging performance indicators:

- Lagging Performance Indicators:
  - # of noncompliance incidents and # of repeat incidents
  - # of noncompliance audit/assessment findings and # of repeat findings
  - # of active regulatory investigations
  - % completion of corrective actions
- Leading Performance Indicators:
  - % conformance to assessments/audits plan
  - % of regulatory requirements without documented operational controls
  - % of workers trained on operational controls
  - # of regulatory MOCs completed/outstanding
  - % of complete workplace observations
  - % of documented operational controls review cycle

Final Notes: Maximizing Management Review

3) Management Review is your chance to
- Get management support
- Inform management of potentially operational risks
- Brag on your program's successes

IGD 1018 – Management Review

- Can be found online at:
  - *Management Review*
    - https://www.dnsc.dla.mil/iamthekey/igd1001.htm

Questions?

- If you have questions or would like more information:
  - Visit https://www.dnsc.dla.mil/iamthekey
  - Talk to your supervisor or the ESOHMS Management Representative, Randy Nida